

SECTION 900.00 – PLANS, SPECIFICATIONS, AND ESTIMATES

SECTION 910.00 PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E) SUBMITTAL

- 910.01 Engineer's Endorsement of Plans.
- 910.02 Plans Review.
- 910.03 Estimate of Cost.
- 910.04 Multi-Funded Projects.

SECTION 915.00 – NEWS RELEASE INFORMATION

SECTION 920.00 PS&E SUBMITTAL BY THE DISTRICT

- 920.01 PS&E for State-Financed Projects.
- 920.02 PS&E Submittal Document Package.
- 920.03 PS&E Submittal Letter.
- 920.04 Resident's File.

SECTION 925.00 – PS&E REVIEW BY ROADWAY DESIGN

SECTION 930.00 – PROJECT ADVERTISING

- 930.01 Legal Notice.
- 930.02 Short or Long Advertising Periods.
- 930.03 Pre-Bid Meeting.
- 930.04 Notice of Contractors.
- 930.05 Notice to Others.

SECTION 935.00 – BID DOCUMENTS

- 935.01 Bid Document Assembly
- 935.02 Addendum.
- 935.03 Addendum Approval.

SECTION 940.00 – BID OPENINGS

- 940.01 Proposal Guaranty.
- 940.02 Receiving Sealed Bids.
- 940.03 Revising a Sealed Bid.
- 940.04 Public Opening of Sealed Bids.
- 940.05 Irregular Bids.

SECTION 945.00 – CONTRACT AWARD.

- 945.01 Pre-Award Activities for All Bids.
- 945.02 Contractor's Public Works License.
- 945.03 Foreign Bidders.
- 945.04 Disadvantaged Business Enterprise (DBE).
- 945.05 Determination to Accept or Reject Bids.
- 945.06 Bid Justification.
- 945.07 Rejection of Bids.
- 945.08 Bond Requirements.
- 945.09 Insurance.
- 945.10 Acceptance of Bid.
- 945.11 Time Constraints During Award of Contract.
- 945.12 Award of Contract.

SECTION 900.00 – PLANS, SPECIFICATIONS, AND ESTIMATES

SECTION 910.00 PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E) SUBMITTAL

Projects reaching the PS&E stage of development must be complete and potentially ready for advertising. **All the right-of-way shall have been acquired and right-of-way contracts checked against the project plans.** The utility companies shall have been notified of removal or relocation of utilities as shown on the plans. The District shall begin the PS&E submittal by gathering the appropriate project data and documents as follows.

910.01 Engineer's Endorsement of Plans. All original project plans shall be endorsed (stamped, dated, and signed). The endorsement certifies that the endorser is familiar with the plan sheet, has verified its accuracy, and ensures that the design complies with all current laws, regulations, ordinances, standards, policies, and guidelines. This endorsement is typically challenged in subsequent years by tort liability cases questioning the accuracy or design standard compliance of the drawing. The title sheet shall be endorsed by the ACE(D). The plans shall be endorsed by the licensed Engineer closest to or in direct charge of the project, or the person most familiar with the design determinations, i.e., Roadway Plans — Development Engineer; Structures — Bridge Engineer; Materials Sources — Materials Engineer; Signs/Signals/Markings — Traffic Engineer; and Record of Land Surveys — Surveyor or as noted below:

- Source plats — District Materials Engineer should stamp and sign.
- Record of land surveys filed for the project — A licensed Land Surveyor should endorse.
- All Roadway, Traffic, Bridge, and Materials plan sheets are to be stamped.

The endorsement stamp shall be placed in the space provided on the standard plan sheets and is available to be electronically reproduced.

[Idaho Code, 54-1215\(3\)\(c\)](#), states “*The seal, signature, and date shall be placed on all original documents.*” The law goes on to say that copies of electronically produced documents (specifications, land surveys, reports, plats, drawings, plans, and design information) distributed for informational uses such as for bidding purposes or working copies, may be issued with the registrant’s seal and a notice that the original document is on file with the registrant’s signature and date. The words “Original Signed By” and “Date Original Signed” shall be placed adjacent to or across the seal on the electronic original. The storage location of the original document shall also be provided.

Any revisions made to the plans after the Engineer's Endorsement shall be coordinated with the endorsing Engineer and identified on the individual plan sheets with the date, description, and the initials of the person making the revision.

910.02 Plans Review. Use the following table ([Figure 9-1](#)) for plan set groupings and assemble in accordance with [Section 800.00](#).

Figure 9-1

Project Plan Sheet Requirements							
The following list establishes the requirements for a near maximum number of plans sheets required for a project; some projects may have less.	Roadway/Bridge Reviews				PS&E Submission Only		
	Prel Design	Interm Design	Final Design	PS&E Transmittal	Mtce	Federal Aid Constr. By Agreement	Building & Non Rdwy Projects
ROADWAY GROUP					X	PLANS AS REQUIRED	
Title Sheet	X	X	X	X			X
Standard Drawing Index			X	X			X
Standard Drawings				X			X
Vicinity, Total Ownership, & Special Maps	X	X	X	X			X
Project Clearance Summary		X	X	X			X
Typical Sections	X	X	X	X		PLANS AS REQUIRED	TO INCLUDE ANY OTHER SHEETS REQUIRED (Plan Sheet only)
Roadway Summary			X	X			
Plan and Profile Sheets	X	X	X	X			
SPECIAL DRAWING GROUP							
Minor Structure Drawings		X	X	X			
Drainage Plans		X	X	X			
Paving, Concrete Joint Approach Slab Details			X	X			
Roadside Dev & Landscaping		X	X	X			
Bike Lanes & Pedestrian Paths		X	X	X			
Source Plat-Reclamation Plan			X	X			
TRAFFIC GROUP							
Illumination	X	X	X	X			
Traffic Signals	X	X	X	X			
RR Signals & Crossing	X	X	X	X			
Pavement Marking, Delineation Signing & Raised Channelization	X	X	X	X			
Traffic Control Plan-Const	X	X	X	X			
*UTILITY PLANS			X	X			
*RIGHT-OF-WAY PLANS			X	X			
*MAJOR STRUCTURE GROUP	Situation & Layout	X	X	X		X	
*BRIDGE	Situation & Layout	X	X	X			
*STATE MTCE GROUP							
* Optional Separate Numbering							

910.03 Estimate of Cost. The project estimate of cost is to be prepared in accordance with the requirements as shown in [Figure 9-2](#) for all projects. When more than one project number is included in the Contractor's Bid Proposal, separate SUB-PROJECT (SPRJ) for each individual Key number should be prepared. Each of these estimates shall be further separated into roadway and bridge quantities to facilitate assigning codes and categories. All quantities are recombined into one bid summary for bidding purposes.

910.04 Multi-Funded Projects. Limit multi-funded projects as much as possible. On projects with two or more sources of funding:

- Attach a letter describing the areas of the project that each funding source applies to. This letter should be written as a letter to the file as early in the project development phase as the limits can be described.
- Delineate on the plans the areas where the funding split takes place.
- Prepare a separate roadway summary and engineer's estimate for each funding source. Like items may be recombined on the bid schedule.

SECTION 915.00 – NEWS RELEASE INFORMATION

Basic project data that can be used to answer inquiries is needed for many projects. The most appropriate time to gather the project data is at PS&E. On all major Federal-Aid Projects RD Associates shall make a copy of the PS&E information sheet that contains the project description, length, location, project number, type of work associated with the project and advertising information and send it to Public Affairs. It is the responsibility of Public Affairs to obtain the needed information on all other projects.

SECTION 920.00 PS&E SUBMITTAL BY THE DISTRICT

All projects, with the exception of maintenance projects such as stockpiles, seal coats, overlays or other comparative projects (see [Subsection 920.01](#), PS&E for State-Financed and Maintenance Projects), shall have a Pre-PS&E check in the District (see [Figure 9-2](#)) and a District PS&E Review.

920.01 PS&E for State-Financed Projects. State financed projects may include stockpiles, seal coats, pavement overlays or repairs and other contracts financed wholly by state funds.

These projects must meet the same requirements for PS&E Submittal as any other project, but they do not require a title sheet and other detail plan information as required to complete a federal-aid type project. All documents must be complete and submitted to the appropriate section in accordance with the PS&E

Submittal instructions. Use 8 1/2" x 11" plans — either ITD 1767, Maintenance Projects, or a Computer Aided Drafting Design (CADD) reproduction is acceptable and encouraged.

For plan requirements and preparation, see [Section 800.00](#) of this manual.

Additionally, Resident and Regional Engineers need to protect bridge joints during seal-coat operations and all items near bridges and roadways (i.e., ice detectors, etc).

PS&E SUBMITTAL CHECKLIST

Project No. _____ Reviewed By _____

Project Name _____ Date _____

Key No. _____ District No. _____

PLANS**GENERAL**

- _____ [ITD 2395](#), Request for Federal-Aid on No-Bid Items of Work, for work done by others (utilities, state forces, etc.)
- _____ Sheets signed by an Engineer, (ACE(D) signs title sheet for federal-aid projects)
- _____ Previous review comments incorporated into plans
- _____ Environmental documents and permits for specific requirements
- _____ All phases of construction have required bid items

TITLE SHEET

- _____ Structure or bridge drawings listed
- _____ Sources shown

TYPICAL SECTION

- _____ Station limits shown

CLEARANCE SUMMARY

- _____ Estimating basis complete and agreeable with Phase 5 Materials Report
- _____ Clearances renewal (if needed)

ROADWAY AND BRIDGE SUMMARY

- _____ Item number and nomenclature
- _____ Cost estimates for each item
- _____ Separate summaries for Roadway and Bridge
- _____ Bridge items against situations layout summary for each structure

PIPE SUMMARY

- _____ Completeness and if acceptable alternates are shown

SOURCE PLAT

- _____ Area to be worked is clearly shown
- _____ Log hole data show sufficient information to draw a reasonable conclusion
- _____ Archaeological clearance
- _____ Cleared by Right-of-way
- _____ Reclamation Plan approval
- _____ Compare Source Identification in proposal

BUILDING

- _____ Appropriate plan scale shown

STRUCTURE

- _____ Do pile lengths exceed depth of soil investigation
- _____ Pre-boring item included if appropriate
- _____ Bridge deck plant mix overlays include concrete waterproofing system (Administration Policy A-05-02, Sealcoat Applications and Bituminous Treatment on Bridges)

PROPOSAL

- _____ Project number and name as shown in program
- _____ Applicable supplemental special provisions requirements included
- _____ Source Identification included
- _____ Completion Time and Liquidated Damages included (allow time for penalty prior to paving/seal cost cutoff dates)
- _____ Applicable Contractor Notes included
- _____ Tribal Regulations included if appropriate
- _____ Erosion control statement or plan included
- _____ Utility coordination note included
- _____ Special Provisions in standard format and supported by Phase 5 Materials Report
- _____ Estimated cost for furnished materials shown for Use Tax
- _____ "Target Blend" shown for Class 1 and 2 Plant Mix Pavement from designated sources
- _____ CPM insert included, if needed
- _____ Partnering insert included, if needed
- _____ Lane rental included, if needed
- _____ Can DBE do 10% of contract work on federal-aid project? Modify DBE percentage?
- _____ Lead based paints not allowed
- _____ Can prime contractor do 50% of contract on federal-aid project? Need to modify subsection 108.01?
- _____ Proprietary items have "or equals" statement
- _____ Describe areas requiring RR Insurance (each separate project on multi-project contracts)
- _____ Include RR Agreement
- _____ If category II research items are used — highlight and do not allow "or equal" statement
- _____ Compare SP's name and number to plan summary and cost estimate
- _____ 404 Permit and application included, if applicable

COST ESTIMATE

- _____ Estimate signed by appropriate personnel (DE or ADE, RE, and Designer)
- _____ Prices review
- _____ Separate estimate for roadway and structures
- _____ Salvage value shown for federal-aid projects
- _____ Work by others (local, utilities, railroad, etc.) shown (do not show pavement markings for non-federal-aid projects)
- _____ E & C shown (not shown for state furnished seed, trainees, PE, and right-of-way)
- _____ Railroad flagging included on appropriate projects
- _____ Compare costs to program amount (all programmed items); if necessary update [ITD 1414](#), Project Program Revision
- _____ Trainees included if appropriate
- _____ Specialty items shown, if appropriate

OTHER INFORMATION

- _____ PS&E Information provided ([Figure 9-3](#))
- _____ Environmental re-evaluation required for federal-aid projects
- _____ Kilometer/milepost changes (submit [ITD 2184](#) and [2185](#))
- _____ Does Traffic Control Plan provides a suitable travel surface? Traffic delays are 15 minutes or less and avoid rush hour traffic (Adm. [Policy A-12-04](#), Traffic Control during Construction, Maintenance, Utility, or Private Development Operations)? Stopping of traffic on Interstate avoided?
- _____ Other Applications and Permits

920.02 PS&E Submittal Document Package. The PS&E Submittal Document Package is made up of two (2) parts and contains final documents necessary for preparing, advertising, and awarding projects. Each part is to be transmitted separately unless all can be placed in one envelope. Maintenance projects can be transmitted in the PS&E Submittal Envelope.

PART I — Plans (Originals)

All original plans for Roadway, Traffic and Special Drawings, less the plans prepared by the Bridge section, shall be transmitted to the Roadway Design section.

The original plans are to be high quality reproducible, 11" x 17", and the engineer's seal **may not** be a reduced size. If mylars are submitted as originals, a reproducible paper set must also be submitted. The plans should be examined for needed touchup to ensure they will produce good copies.

PART II — PS&E SUBMITTAL PACKAGE

The PS&E Submittal Package should contain at least, but not necessarily limited to, the following material, depending on the type of project submitted:

- Contractor's Bid Proposal: Supplemental Specifications that are in package form are inserted in all contracts by Design. Items for the Contractors Bid Proposal that shall be prepared by the District are:
 - (1) PS&E Information Sheet ([Figure 4-17](#));
Note: The PS&E Data Sheet, [Figure 9-3](#), will be completed by RD using this information.
 - (2) Special Provisions (to include those written in the Approved Materials Report) shall be incorporated into the Contractor's Bid Proposal and can include the Sources and Cost of Materials Sheets, Liquidated Damages and Working Days, Contractor's Notes, etc.;
 - (3) Modification of Standard Specifications, Pay Items;
 - (4) 404 Permit inclusion for all applicable projects; and
 - (5) Utility Agreement
- Cost Estimates: One computer printout of the estimate will be included and signed by District Engineer or ADE, and Resident Engineer and Designer; transmit computer file to the Roadway Design's computer library for recall purposes.
- List of non-bid project items with costs i.e.: Material by State, etc.
- Verify Materials Reports with addendums, Phases II, III, and V are approved and necessary data included in proposal of plans.
- Right-of-way Certificate.

- Copy of Environmental Re-evaluation approval letter.
- Copy of the PS&E Submittal Letter.

Figure 9-3

JOB DESCRIPTION: (See Attached)

ADVERTISE:

DISTRICT:

BID OPENING:

PROJECT NO.:

KEY NO.:

LOCATION:

HIGHWAY:

COUNTY:

ENG. ESTIMATE: \$

BOARD LTR COMP:

CONTRACTOR COMP:

FHWA REVIEW STATUS:

STANDARDS:

DB%: % FA%: %

WORK AUTHORITY:

RESIDENT ENG.:

TELEPHONE:

NEWSPAPER:

TO PAPER BY:

FIRST PAGE SSP'S:

STANDARD DRWS:

☐ LOCAL FUNDS/AGREEMENT ☐ LHTAC

☐ BRIDGE

☐ RAILROAD

☐ SIGNALS

☐ UTILITIES #

☐ ELECTRICAL, ETC.

☐ BUILDING

SPECIAL INSTRUCTIONS:

*****THIS SECTION TO BE COMPLETED BY TRS*****

DOCUMENT NAME: _____ **COST OF PLANS: \$** _____

FAXED: _____

- Proposed Milepost Changes ([ITD 2184](#)) and Milepost Log Worksheet ([ITD 2185](#)): The Roadway Design Section will submit these forms for incorporation of the data into the department's MACS System.
- PS&E Submittal Envelope Label: Place all material in a large envelope and staple a copy of the project transmittal letter to the outside of the envelope to ensure proper delivery.
- Calculations for Contract Time: Use "Contract Time Determination Manual" prepared by the ITD Roadway Design section.

920.03 PS&E Submittal Letter. The District or headquarters Traffic and Maintenance sections shall transmit the project data to Roadway Design for PS&E. All projects are to have a letter of transmittal that lists all material being sent in the Submittal Document Package or under a separate cover. Included in the PS&E Submittal letter (see [Figure 9-4](#)) should be:

- comments regarding any unusual aspects of the project,
- justification for deviation from departmental policies for items not previously approved,
- any information on required clearances,
- agreements,
- participation by others including dollar amounts, and
- other data that is pending.
- Date of district PS&E review.
- Date of environmental commitment verification.
- Date of mitigation summary completion.

Figure 9-4

PS&E Submittal Letter

ITD-500 3-98

Idaho Transportation Department**Department Memorandum****DATE:** _____. 19 ____ **Project No.(s):** _____(____)**TO:** ROADWAY DESIGN ENGINEER **Key No.(s):** _____**FROM:** PROJECT DEVELOPMENT ENGINEER **Project Identification, County, Etc.:**
DISTRICT # _____ PROJECT NAME (6-Year Program)
_____ COUNTY, WA # _____**RE:** PS&E Submittal

The attached plans and proposal are ready for advertising at this time. The following are enclosed.

- Plans
- Contract bid proposal
- Preliminary cost estimate (signed by DE or ADE, Resident Engineer, Designer)
- List of non-bid project items with costs
- Materials reports
- Environmental re-evaluation date
- Request for federal-aid on No-Bid Items of Work (Force Account forms are to be included in this submittal)
- Calculations for Contract Time
- PS&E Information Sheet – (Figure 4-17) Including Description of Project
- Permits

PS&E Submittal Letter

(Project No., etc.)

TRANSMITTAL OF PROJECT DATA (PS&E Submittal)

(Date)

Page 2

Include in the Letter of Transmittal:

- Comments on any unusual aspect of the project (*use of other than approved standards requires approval from Roadway Design Engineer*)
- Waiver of scheduled reviews
- Clearance summary items not completed (indicate actions required to complete)

Statement on who will issue the Right-of-way Certificate

Participation by others including dollar amount

Pending information

Calculations for Contract Time

Review Dates:

Preliminary Design Review (*Date*)

Intermediate Design Review (*Date*)

Final Design Review (*Date*)

FHWA Area Engineer Reviewed Plans (full oversight only) (*Date*)

District PS&E Review (*Date*)

Environmental commitment verification (*Date*)

Mitigation summary (*Date*)

Note that any changes made to a consultant project have been discussed with the consultant

Attachment

Cc:

920.04 Resident's File. When the PS&E Submittal is sent to Roadway Design, a Resident's File is also sent to the Resident Engineer with a cover letter.

The Resident's File should contain the following:

- [ITD 757](#), [ITD 758](#), [ITD 759](#), Concept Approval, Design Standards, Field Inventory and Design Exceptions
- Field information
- Field notes
- Topographical information
- Special sections
- Preliminary survey notes
- Quantity calculations
- Computation sheets, earthwork runs, etc.
- Grade books – Levels and intervals need to be determined for each project
- Special procedures for designs.
- Correspondence that affects construction
- Copies of permits (Water Resources, Corp., etc.)
- Basic items covered on Project Clearance Summary
- Mitigation Summary
- Right-of-way agreements
- Phone numbers and affiliation of contact persons
- County, city contacts
- Utilities
- Consultants
- Suppliers
- Brochures, etc.
- Information on specialty items, new materials, out of the ordinary procedures, etc.
- Resident Information
- Other information needed to build the project
- Public Involvement Summary (Relevant public involvement material)

SECTION 925.00 – PS&E REVIEW BY ROADWAY DESIGN

The Roadway Design section inspects the original project data transmitted by the District and also begins collection of numerous other construction data for advertisement of the project.

Roadway Design inspects the PS&E Submittal documents from the District by using [Figure 9-5](#), Advertisement Checklist. The issuance of appropriate documents of right-of-way certificate, source certification, and obligation of project construction funds will be coordinated by Roadway Design.

Figure 9-5

ADVERTISEMENT CHECK LIST

PROJECT NO. _____ REVIEWED BY _____

PROJECT NAME _____ DATE _____

KEY NO. _____ DISTRICT NO. _____

COORDINATE THE FOLLOWING:	
	Bridge Section — Collect bridge drawings.
	Material Section — Source certificate if appropriate.
	Right-of-way Section — Source certificate and/or Right-of-way certificate if appropriate.
	Local Projects — Agreement and matching funds if appropriate.
	Utilities — Agreement if appropriate.
	Approval of ITD 2101 (requires Right-of-way certificate, environmental re-evaluation, and ITD 2395 , Request for Federal-Aid on No-Bid Items of Work).
	FHWA — Send plans if a full-oversight project.
REVIEW	
	Plans, specifications, cost estimate, material reports, and project information submitted in PS&E Submittal.
	Review Final Design Checklist.
ADVERTISING	
	Update information for advertising.
	Describe project location.
	Advertisement period is normally 3 weeks (4 week desirable for large projects).
	Advertise in newspaper located in County seat; 5 consecutive issues for daily paper or 2 consecutive issues for weekly paper.

The following items are performed by Roadway Design to complete the PS&E review:

- Transmits a white print of each source plat to headquarters Materials for a final check of source material and the reclamation plan.
- Sends right-of-way documentation to headquarters Right-of-way to ensure that certification of each source is obtained and requests the issuance of the Right-of-way Certificate for projects when appropriate.
- When the project is in order, obtains obligational authority by having the [ITD 2101](#) approved. A copy of the plans and special provisions are sent to FHWA for projects requiring full federal oversight. In order to obtain obligational authority on Interstate reconstruction projects (over \$1 million), a copy of the PS&E submittal must be sent to FHWA.

Projects that are submitted to Roadway Design for PS&E which cannot be sent for advertising for more than three months will be returned to the District.

Projects that have been completed and put "on the shelf" for more than one year must be updated by the District and re-submitted to Roadway Design and FHWA (if applicable) for review, to assure the incorporation of any updated specifications, standards, prices, etc.

SECTION 930.00 – PROJECT ADVERTISING

Wherever work on the state highway system is let by contract, sealed bids must be called for by public advertisement. Potential bidders are alerted of projects out for bid in several ways. Projects are advertised by:

- Legal notices in local newspapers,
- Notices mailed to various plan centers like the Associated General Contractors (AGC), and
- Notices sent to contractors on a mailing list maintained by Roadway Design and others as requested, and
- Notices are placed on an internet site maintained by Roadway Design.

930.01 Legal Notice. Legal notice of a project shall be advertised in a newspaper with general circulation in the area of the project normally in the county seat in which the project is located, if possible. If a project is in more than one county, advertisement shall be in the paper having the greatest circulation, but need not be advertised in each county. In conformance with [Idaho Code 40-902](#), advertisement shall be published in two consecutive publications of a weekly paper or five consecutive publications in a daily paper.

930.02 Short or Long Advertising Periods. If a shorter advertising time is desired, approval from the Assistant Chief Engineer (D) or the Roadway Design Engineer should be obtained. Federal Highway Administration, FAPG Section 635.112, requires that for federal-aid projects, the first publication must be published at least three (3) weeks prior to opening of bids. Full federal oversight projects require approval from FHWA for shorter advertising periods.

Longer advertising periods are desirable for large, complicated, or unusual projects that will require considerable time for study and development of cost data to prepare realistic bids.

Legal notices for advertising projects can be either mailed or faxed directly to the newspaper. (See [Figures 9-6](#) and [9-7](#)).

930.03 Pre-Bid Meeting. Pre-bid meetings can be of value to both contractors and ITD/consultant design and construction personnel on large or complex projects. For contractors, they provide an opportunity to learn about unusual or unique project features and get answers to questions prior to bid submittal. For design personnel pre-bid meetings provide one last chance to evaluate and improve, if necessary, the bidability and constructability of the contract. For construction personnel they provide the same opportunities as well as an opportunity to clarify the intent of design and specification details, which is an integral step of the claims prevention process.

Note the following excerpt from [Section 102.03 of the Standard Specifications](#): “Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. ...Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.” This means that **any changes resulting from a pre-bid meeting that are necessary to be contractually binding must be in the form of an addendum.**

When a pre-bid meeting is held, allow at least three (3) weeks between the pre-bid meeting and bid opening so there is ample time to issue an addendum if necessary. Minutes from pre-bid meetings must be clearly marked “FOR INFORMATION ONLY” and distributed to all plan holders at least ten (10) days prior to bid opening.

Mandatory attendance at Pre-Bid Meetings should not be required.

Figure 9-6

DEPARTMENT LETTERHEAD
(*"Notice of Letting" Advertisement Letter*)

October 7, 1998

Idaho County Free Press
PO BOX 690
Grangeville ID 83530

Idaho Federal Aid Nos. STP-BROS-2500(007) & STP-BRS-4710(003)
Rock Creek Bridge South & Rock Creek Bridge North
Idaho County, Key Nos. 4792 & 4791

Gentlemen:

We have enclosed the "Notice of Letting" for the captioned project, to be published in your paper on the following dates:

OCTOBER 6 (WED) AND OCTOBER 13 (WED), 2004

In order to secure payment for this service, submit your invoice in triplicate. Payment will be made in accordance with [Section 60-105](#), Idaho Code, and as amended.

Please attach a copy of the publication to an affidavit of publication, along with your invoice in triplicate, and send to the Idaho Transportation Department, District 2, PO Box 837, Lewiston, ID 83501.

If the above instructions cannot be met, please immediately notify the Idaho Transportation Department, Division of Highways, (208) 334-8430.

WE REQUIRE A COPY OF YOUR NEWSPAPER CONTAINING THE FIRST PUBLICATION OF THIS NOTICE. IT IS IMPORTANT THAT IT BE MAILED IMMEDIATELY.

Sincerely,

Loren D Thomas, P.E.
Roadway Design Engineer

Enclosure

LDT:ds

bcc:DIST DESIGN 2
DESIGN (Mead)
AGC
TRS
IC

Figure 9-7

NOTICE OF LETTING

Sealed proposals will be received by the IDAHO TRANSPORTATION BOARD only at the office of the IDAHO TRANSPORTATION DEPARTMENT, 3311 WEST STATE STREET, BOISE, IDAHO, 83703 or received by mail at PO Box 7129, BOISE, IDAHO 83707, ATTN: ROADWAY DESIGN until two o'clock p.m. on the 6th day of April, 2004, for the work of construction passing lanes, including pulverizing, paving, sealcoat, guardrail, and culver on SH-16, MP 3.99 to MP 5.38; Firebird South Passing Lns., known as Idaho Federal Aid Project No. STP-3330(103), in Ada County, Key No. 8429.

[FOR ADDITIONAL INFORMATION CONCERNING THIS PROPOSAL, PLEASE CONTACT RESIDENT ENGINEER *****Scott Gurnsey***** AT (208) 334-8350.]

The Idaho Transportation Department, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252) and the regulations of the Department of Commerce (15 C.F.R., Part 8), issued pursuant to such act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, religion, color, sex, age, disability, or national origin in consideration for an award.

Plans, Specifications, form of contract, proposal forms, and other information may be obtained of the Idaho Transportation Department, Boise, Idaho.

A non-refundable charge of **FIFTY DOLLARS (\$50.00) plus applicable sales tax** will be made for each set of plans, payment to be made by check, payable to the Idaho Transportation Department. Plans may be ordered by phone (800) 732-2098 (in Idaho) or (208) 334-8430; or by written request to the Idaho Transportation Department, Attn.: Financial Services, PO Box 7129, Boise ID 83707-1129.

***** Computerized bidding diskettes are available upon request *****

The right is reserved to reject all proposals, or to accept the proposal or proposals deemed best for the state of Idaho.

No proposal will be considered unless accompanied by an acceptable proposal guaranty. This guaranty must be in the form of a Certified Check or a Cashier's Check drawn on an Idaho bank, made payable to the Idaho Transportation Department, or a Bidder's Bond. This guaranty must be in an amount not less than five percent of the total amount bid.

Bidders shall obtain a license from the Idaho Public Works Contractors License Board (208) 358-6895, before award will be made, as provided in Subsection 103.02 and 107.03 of the Idaho Standard Specifications.

The Contractor will be required to pay not less than the minimum wage rates of the general wage decision for the project, as set out in the bid proposal. Such rates will be made a part of the contract covering the project. The Fair Labor Standards Act of 1938 (U.S.C.A., Title 39, Paragraphs 201-219, Chapter 8) shall apply in the employment of labor for this project.

It is the purpose of the Idaho Transportation Board to build the improvement in the shortest time consistent with good construction. Necessary equipment and an effective organization will be insisted upon.

Dated **March 11, 2004**

JIMMY D. ROSS, P.E.

Chief Engineer

P-2-F (Federal – P-2 version for State Funds)

930.04 Notice of Contractors. The Notice to Contractors ([Figure 9-8](#)) is an advertisement for sealed bids for each project advertised. The notice provides:

- a brief description of the work,
- list of quantities and bid items,
- date of bid opening,
- locations where plans can be examined,
- cost of bid documents, and
- address to obtain bid documents.

The notice shall be sent to all contractors' plans centers, AGCs, contractors, and suppliers subscribing to this service, and be posted on the internet.

930.05 Notice to Others. The Notice of Contractors shall be furnished, free of charge on the internet site. Others may request the service of being mailed a notice to contractors by paying a subscription fee, which is annually renewable. The subscription list is updated continuously by Roadway Design.

Figure 9-8

FOR BID RESULTS
PHONE (208) 334-8585
24 HOUR SERVICE

STATE PROJECT
OPENING DATE
JUNE 8, 2004
KEY # 8737

NOTICE TO CONTRACTORS

IDAHO FEDERAL-AID PROJECT NO. CM-2800(129)

MEYER RD. SURFACING

KOOTENAI COUNTY

Sealed bids will be received only at the office of the Idaho Transportation Department, 3311 West State Street, Boise, Idaho, until two (2) o'clock p.m., **June 8, 2004**, on the items below. Bids will be publicly opened and read by the Idaho Transportation Board or their representatives. Proposal guaranty is required in an amount equal to five percent (5%) of the bid. This proposal guaranty must be in the form of a Cashier's Check or a Certified Check in favor of the Idaho Transportation Department, on some bank in the State of Idaho, or a Bidder's Bond.

The Idaho Transportation Department, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the regulations of the Department of Commerce (15 CFR, Part 8), issued pursuant to such act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, religion, color, sex, age, disability, or national origin in consideration for an award.

The minimum goals for participation by Disadvantaged Business Enterprises in the work, as a percentage of the total amount bid, shall be a combined total of 0 percent (0%).

NOTICE OF PROSPECTIVE FEDERALLY-ASSISTED CONSTRUCTION CONTRACTORS

By signing a proposal, the Contractor certifies that he does not maintain segregated facilities, as required by the May 9, 1967, order (32 CFR, 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor.

Plans and detailed information can be secured from the Idaho Transportation Department, Boise, Idaho, and are on file for examination at the offices of the District Engineer at Lewiston, Idaho; Associated General Contractors at Boise, Idaho; Idaho Falls, Idaho; Seattle, Washington; Salt Lake City, Utah; Reno, Nevada; Tacoma, Washington; and at the Spokane Construction Council, Spokane, Washington; the Tri-City Construction Council, Kennewick, Washington; the Daily Construction Service, San Francisco, California; the Intermountain Contractors, Boise, Idaho; the Missoula Plan Exchange, Missoula, Montana; the Associated Builders & Contractors, Spokane, Washington; the Southern Idaho Regional Plan Exchange, Twin Falls, Idaho; the Northwest Montana Plans Exchange, Kalispell, Montana; the Twin Falls Plan Room, Twin Falls, Idaho; the Construction Data/Dodge, Spokane, Washington; the Construction Data, Portland Oregon; the Plan Library/Builders Exchange, Bozeman, Montana; the Mountainlands Area Plan Room, Orem, Utah; and the Associated General Contractors, Hayden Lake, Idaho.

A non-refundable handling and mailing charge of FORTY DOLLARS (\$40.00) plus applicable sales tax will be made payable by check to the Idaho Transportation Department. Plans may be ordered by phone (800) 732-2098 (in Idaho) or (208) 334-8430 or by written request to the Idaho Transportation Department, Attn: Financial Services, PO Box 7129, Boise, Idaho 83707-1129.

*****COMPUTERIZED BIDDING DISKETTES ARE AVAILABLE UPON REQUEST*****

The Fair Labor Standards Act of 1938 (U.S.C.A. Title 29, Paragraphs 201-219, Chapter 8) shall apply in the employment of labor for this project.

The Contractor will be required to pay not less than the minimum wage rate of Form SP-L-IN predetermined by the Secretary of Labor for the project, as set out in the advertised specifications and bid proposal. Such rates will be made a part of the contract covering the project.

(Contractors bidding this project must hold a Public Works Contractors License prior to award of the contract.)

The work contemplated under this contract consists of overlaying the travel lanes and shoulders and seal coating of US-95, M.P. 291.40 to M.P. 297.10, Culdesac to Webb Road, known as Idaho Federal-Aid Project No. NH-4110(108), in Nez Perce County, Key No. 6289, and includes the following quantities: (FOR ADDITIONAL INFORMATION CONCERNING THIS PROJECT, PLEASE CONTACT RESIDENT ENGINEER ****MARVIN FENN**** AT (208) 772-1253.

Completion of the work on this project will be required **WITHIN 14 WORKING DAYS**, as stated in the Proposal Form.

Figure 9-8

IDAHO FEDERAL-AID PROJECT			
<u>IDAHO FEDERAL AID PROJECT NO. CM-2800(129)</u>			
MEYER RD. SURFACING			
ITEM NO	DESCRIPTION	QUANTITY	UNITS
405-035A	PL MIX PAV INCL ASPH & ADD CL III	6920.00	TON
405-245A	APPROACH	25.00	EACH
626-005A	RENT CONST SIGN CL A	123.00	SF
626-010A	RENT CONST SIGN CL B TY III	280.00	SF
626-040A	RENT CONST BARR CL B TY III	11.00	EACH
626-050A	RENT DRUM CL B	20.00	EACH
626-100A	RENT INCIDENTAL TRAF CONT ITEM	1.00	LS
626-105A	TRAF CNTL MAINTENANCE	82.00	MNHR
630-005A	FLAGGING	80.00	HR
S904-05A	SP SURFACING SHAPING	1.00	LS
Z629-05A	MOBILIZATION	LUMP	LUMP
<p>The Idaho Transportation Board reserves the right to reject any or all bids and to waive technicalities as may be deemed necessary and of interest to the State.</p> <p>The Idaho Transportation Board may reject the proposal, after due consideration, if the evidence revealed by questionnaire and other factors indicates the bidder is incapable of performing the work contemplated to the satisfaction of this Department, within the time limit specified by the proposal.</p> <p>The Idaho Transportation Board may reject the proposal if past work performed by the bidder for this Department has been unsatisfactory, either from the standpoint of workmanship or progress, or if the contractor has work under contract which is incomplete and which may, in the judgment of the Idaho Transportation Board, endanger the completion of the work herein contemplated, within the time limit specified.</p>			
<p style="text-align: right;">JIMMY D. ROSS, P.E. Chief Engineer</p> <p style="text-align: right;">Boise, Idaho</p>			
Sheet 2 of 2			

SECTION 935.00 – BID DOCUMENTS

Bid documents are the proposal documents, plus a separate packet containing unsigned legal pages, blank bid schedules, blank bonding pages, etc., that are required for bidding. The separate packet is designated “For Bidding Purposes.”

One set of bid documents shall be furnished free of charge for contractors’ examination to those local offices listed on the Notice to Contractors. The list may include: General Contractors in Boise, Idaho; Spokane, Seattle and Tacoma, Washington; Portland, Oregon; Salt Lake City, Utah; Helena, Montana; and Reno, Nevada; the Spokane Construction Council, Spokane, Washington; the Idaho Plan Exchange, Boise, Idaho; the Tri-City Construction Council, Kennewick, Washington; the Northwest Plans Center, Portland, Oregon and Seattle, Washington; the Yakima Plans Center, Yakima, Washington; and other plans centers upon request. Bid documents are also available for contractors’ examination at ITD headquarters and the District office in which the project is located.

Bid documents are available for sale at ITD headquarters office in Boise to all who request them. The applicable costs are set forth in the Notice to Contractors (see [Subsection 930.02](#)). A list of all those who purchase bid documents is maintained in Roadway Design and when an addendum is added, the list is used to notify bidders. The list is considered public information to the extent allowed by [Idaho Code 9-348](#).

935.01 Bid Document Assembly

Federal Aid Proposal

Cover

P-2-F Form

Proper wage determination. All Idaho, applicable Building determination or combination.

Special Provisions .

QA Special Provisions, Permits etc.

Current Supplemental Specifications

FHWA-1273

Civil Rights Special Provisions

Training (When required in bid schedule and specials first page.)

Other applicable SSP’s and Forms

P-3-F Forms

Bid Schedule

Subcontract Requirements Form

Proposal Bond

State Proposal

Cover

P-2 Form

Special Provisions, including copies of permits etc.

QA

Current Supplemental Specifications

SP-SA Special; Provisions – State Aid

SSP's and Forms

P3's

Bid Schedule

Subcontract Requirements Form

Proposal Bond

935.02 Addendum. After the bid documents are available for sale, any change or correction of information, specifications, plans, data, or interpretations which the department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum. Addenda information shall be provided to Roadway Design by completion of [Figure 9-9a](#) and shall be submitted in the time limit described in [Section 935.03](#).

ITD's intent is to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid.

An addendum which affects the bid should be sent to bid document holders at least ten days (10) prior to bid opening. An addendum affecting correctness of form should be sent to bid document holders at least four (4) days prior to bid opening by overnight delivery service. If there is inadequate time for bid document holders to respond to an addendum, the bid opening date shall be postponed.

All addenda shall be sent to bid document holders by certified return receipt mail and to AGCs and plan centers by regular mail (see [Figure 9-9](#)). The recipient is instructed to attach the addenda sheets to the corresponding sheets in their proposal or plans and to fasten the letter of transmittal to the back inside cover of the proposal form submitted.

Figure 9-9a

ADDENDUM REQUEST FORM

Project Name: _____

Project Number: _____ Key No: _____

Person Requesting the Addendum:

Designer/Project Manager Name and extension:

Changes reviewed with Designer?

Changes reviewed with Region?

Changes reviewed with the Local Agency (if applicable)?

1. Changes to the **Bid Schedule**: Please put them in order by item no. Fill in applicable info.

Add , Revise or Delete?	Item No.	Quantity	Unit	Unit Price	Other
Add					
Revise					
Delete					

2. Changes to Proposal: Please put in order by Page No. Do not resend the proposal in entirety, only the parts to be modified.

- Page __. Delete the following:
- Page __. Add the following:
- Page __. Revise the following:

3. Changes to **Plan Sheets**: On the plan view, put a triangle (or asterisk) with the addendum number (ie. *1) next to the item you have revised. In the title block, in the revisions block, note “Revised as Addendum No. x” with date and initials. Please note that you do not have to revise the summary sheets (except on companion projects), the new bid schedule will override it.

Add, Revise or Delete?	Sheet No.

4. Are additional Standard Drawings required?
5. Does the Bid Opening Date need to be postponed?
6. How does this addendum change the engineering estimate?

Addendum Route Sheet		
Addressee	Initials	Date
Project Manager/ Designer, Group __		
Regional Engineer		
PDE		
ADE (E)		
* Project Manager/ Designer, Group __		

* Forward Addendum to HQRD

Figure 9-9

STATE OF IDAHO
TRANSPORTATION DEPARTMENT

BOISE, IDAHO

DATE: March 26, 2004

ADDENDUM NO. 1

Idaho Federal Aid Project No. STP-3330(103)

Firebird South Passing Lanes

Ada County, Key No. 8429

NOTICE TO PLANHOLDERS:

Enclosed are Revised Sheets 4, 10, 11, 11a,13, and 21 of 28 of the Special Provisions and Standard

Drawing I-20.

Enclosed is the Revised General Wage Decision ID20030019 dated 03/26/04.

This letter must be attached to the inside back cover of the peach bidding proposal.

FAILURE TO ATTACH THE CORRESPONDING SHEETS AND THIS ADDENDUM LETTER SHALL RENDER THE BID PROPOSAL IRREGULAR AND THE BID WILL BE REJECTED.

Sincerely,

LOREN D. THOMAS, P.E.

Roadway Design Engineer

LDT:ds

Enclosures - as above

CERTIFIED MAIL

ver/ /04

Bid document holders may also be informed verbally of an upcoming addendum so they can consider the addendum in their bid. Oral explanations, instructions, and interpretations given to bidders prior to award of a contract shall not be binding.

935.03 Addendum Approval.

All addenda must be approved by the Roadway Design Engineer prior to distribution.

Addenda involving full federal oversight projects require approval from FHWA (see [Figure 9-10](#)). Wage determination updates, production errors, minor conflicts between plans and specifications, and extensions of advertising period are considered to have been considered in FHWA approval and do not require individual submittals. Copies of these minor changes will be submitted to FHWA for their information.

Addenda on all projects, except full oversight projects, should be received by Roadway Design no later than twelve days before the bid opening. Addenda on full oversight projects should be received no later than fifteen days before the bid opening. This will allow adequate time to obtain approval of the addendum from the Roadway Design Engineer and FHWA. If plan sheet revisions are involved, one additional day is required. Addenda not received within the above limits may result in postponement of the bid opening.

Figure 9-10

<p style="text-align: center;">Idaho Transportation Department Letterhead <i>(Federal Approval of Addendum)</i></p> <p>Date</p> <p>Stephen A. Moreno Division Administrator Federal Highway Administrator Idaho Division Boise, ID 83707</p> <p>Subject: Idaho Federal-Aid Project No.</p> <p>Dear Mr. Moreno:</p> <p>Enclosed is Addendum No. ____ for the above project that requires revisions to the Special Provisions, Bid Schedule, and Plans.</p> <p>May we have your approval of this addendum.</p> <p>Sincerely,</p> <p> </p> <p>LOREN D. THOMAS, P.E. Roadway Design Engineer</p>
--

SECTION 940.00 – BID OPENINGS

The procedures for receiving and publicly opening sealed bids are governed by [Idaho Code 40-902](#) and ITD [Standard Specifications for Highway Construction Sections 102 and 103](#). Federal-aid projects are also governed by FAPG Section 635.113.

Bid openings are scheduled on a weekly basis and more often during peak load periods, as projects are developed and to provide unsuccessful bidders an opportunity to offer bids on additional projects. The separate packet of bid documents that is designated “For Bidding Purposes” must be completed and returned by a bidder for bid opening.

940.01 Proposal Guaranty. A proposal guaranty, sometimes called a bidder's bond, proposal bond, or government obligation proposal bond, is a requirement for each bidder's bid and will be a reason for disqualification if not provided (see [Figures 9-11 and 9-12](#)). The purpose of this bond or other form of guaranty is to ensure that the bidder will accept a contract if offered. The guaranty is for five percent (5%) of the bid amount and may be in the form of a surety bond, cashier's check/certified check drawn on an Idaho bank, or government obligation bond.

Individual surety bonds and AIA 310 surety bonds are unacceptable.

The proposal guaranties of the two lowest bidders are retained in Roadway Design until award of contract. The guaranty is retained on the second low bidder in the event a contract is not awarded to the first low bidder. The proposal guaranties of the other bidders are returned except for surety bonds. Proposal bonds or Surety proposal bonds are not returned.

Figure 9-11

S U R E T Y PROPOSAL BOND	
KNOW ALL MEN BY THESE PRESENTS, That we _____ of _____ as Principal, and _____ as Surety, are held and firmly bound unto the State of Idaho (hereinafter called the State) in the full and penal sum of Five Percent of the total amount of the proposal of said Principal for the work hereinafter described, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.	
The Condition of this obligation is such, that whereas the Principal has this day submitted a sealed proposal for: (Type either "Idaho" or "Idaho Federal Aid") Project No. «PROJECT_NO» «LOCATION» «COUNTY» County, Key No. «KEY_NO»	
NOW THEREFORE, the above obligation is void if the Principal – (a) obtains relief pursuant to Idaho Code, Section 54-1904B; or (b) upon award by the State of the bid identified above is authorized by State and Federal law or regulation to enter into the contract, executes the contractual documents and provides the bonds required by the terms of the bid as accepted, within 15 days after presentation of the contract; otherwise this proposal bond shall remain in full force and effect.	
IN WITNESS WHEREOF, The above bounden parties have executed this instrument, this _____ day of _____, 20___.	
Witness: _____ (If Individual or Firm)	_____ (Principal)
Attest: _____ (If Corporation)	By _____ _____ (Title)
_____ (Corporate Seal)	_____ (Surety)
_____ (Business Address)	_____ (Signature)
Attest: _____ (Print Name)	By _____ _____ (Title)
SURETY AGENT'S POWER-OF-ATTORNEY MUST BE ATTACHED	

Figure 9-12

GOVERNMENT OBLIGATION**PROPOSAL BOND**

KNOW ALL MEN BY THESE PRESENTS, That we _____
_____ of _____
as Principal, and _____

as Pledgor of government obligations and the government obligations described herein, are held and firmly bound unto the State of Idaho (hereinafter called the State) in the full and penal sum of Five Percent of the total amount of the proposal of said Principal for the work hereinafter described, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, firmly by these presents.

The Condition of this obligation is such that whereas the Principal has this day submitted a sealed proposal for: Idaho
Federal-Aid Project No. NH-4110(108)
Culdesac to Webb Road
Nez Perce County, Key No. 6289

PLEDGE

To secure payment and performance of all obligations contained herein, _____
(Pledgor), does hereby grant unto the State of Idaho a security interest in and assigns, transfers, pledges, and delivers to the State of Idaho government obligations as described in the following paragraph and further warrants that said government obligations meet the criteria set forth in Idaho Code, Section 54-1901, are in an amount equal at par value to the total amount of this bond and are not currently pledged or otherwise encumbered or obligated. Pledgor further authorizes the State of Idaho to collect or sell the described government obligations if Principal defaults by failing to enter a contract as provided herein.

The government obligations pledged are described as follows:

(**see note below) _____

NOW THEREFORE, If the said Principal shall be awarded and shall duly make and enter into a contract with the State in accordance with the terms of said proposal and award and shall within fifteen (15) days after presentation of the contract, furnish a bond acceptance to the State for faithful performance of such contract, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect.

****Note:** Description must include the obligation type, CUSIP No., par value, current market value, and maturity date.

IN WITNESS WHEREOF, The above bounden parties have executed this instrument,
this _____ day of _____, 19_____.

Witness: _____
(If Individual or Firm) (Principal)

Attest: _____ By _____
(If Corporation)

(Title)

(Corporate Seal)

(Surety)

(Business Address)

Attest: _____ By _____
(Signature)

(Print Name)

(Title)

940.02 Receiving Sealed Bids. When bid proposals are received, record and number each envelope to correspond with bid sequence number. Bids must be recorded in a secluded area where contractors have no knowledge of the number of bids or who has submitted bids. (see [Figure 9-13](#)).

A bidder may withdraw or revise a proposal after it has been deposited with the state, provided the request for such withdrawal or revision is received by the state in writing, telegram, or fax transmittal before the time set for opening proposals. Should an individual request to personally revise a proposal a signed authorization by a representative of the bidder, authorized to sign contract documents, must accompany the individual's request.

If request are made that concern the number of bids or who has submitted bids, they should be informed that we are not allowed to release this information.

940.03 Revising a Sealed Bid. A bidder may withdraw or revise a sealed bid by written request (telegram or fax are acceptable). The request shall be received prior to the time and date set for public opening of the sealed bids. Requested revisions are attached to the sealed bid.

If an individual requests to personally revise a sealed bid, written and signed authorization from the bidder authorizing that individual to modify contract documents is required.

Figure 9-13

ITD 2377 9-93 M				
SCHEDULE OF CONTRACT BIDDERS				
PROJECT NO. _____				
LOCATION _____				
DISTRICT NO. _____				
COUNTY _____ KEY NO. _____				
ENGINEER'S ESTIMATE \$ _____ LOW BID % _____				
BID RECEIVER _____				
SEQUENCE		BIDDER NAME, CITY & STATE	DATE/TIME RECEIVED	AMOUNT
BID	FINAL			
1			DATE: TIME: a.m. p.m.	
2			DATE: TIME: a.m. p.m.	
3			DATE: TIME: a.m. p.m.	
4			DATE: TIME: a.m. p.m.	
5			DATE: TIME: a.m. p.m.	
6			DATE: TIME: a.m. p.m.	
7			DATE: TIME: a.m. p.m.	
8			DATE: TIME: a.m. p.m.	
9			DATE: TIME: a.m. p.m.	
10			DATE: TIME: a.m. p.m.	
			DATE: TIME: a.m. p.m.	
DISTRIBUTION: SHA, ACE(D), DES ENGR.(8), CONST. ENGR(5)				

940.04 Public Opening of Sealed Bids. Sealed bids are delivered to the public bid opening area at the appointed time and date advertised. The sealed bids are publicly opened by designated department employees in the sequential order the bids were received for each contract.

The bid documents shall be examined for proper preparation.

All bids for each contract shall have the following publicly read:

- Project number and name.
- Contractor's name and city (city and state for out-of-state bidders).
- Total amount of bid.

The three apparent low bidders are publicly announced in order from low to high for each contract.

After all bids are opened and publicly read, the unit prices of bid items from each of the three low bidders will be posted on the internet except when only one bid is received for a contract.

940.05 Irregular Bids. Irregular bids are unacceptable bids which did not have the bid documents completed appropriately, or are from bidders debarred from bidding on federal-aid projects. A bid considered irregular shall be handled in accordance with [Administrative Policy A-14-09](#).

The name of the bidder along with the statement "apparent irregular bid" shall be publicly announced at the bid opening. The total amount of an apparent irregular bid will be publicly announced.

SECTION 945.00 – CONTRACT AWARD.

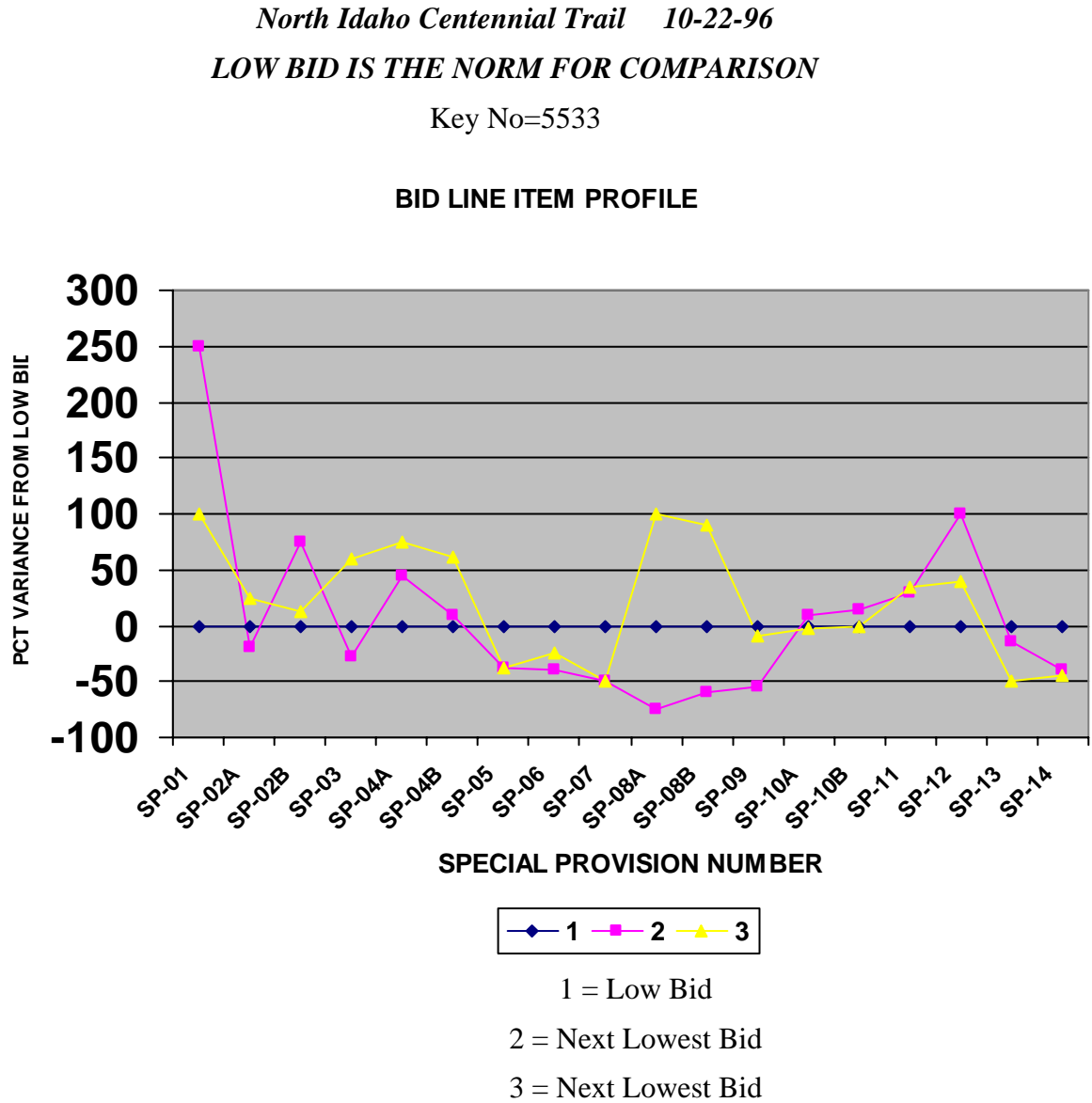
The procedures for awarding a contract are governed by [Idaho Code Section 40-902](#); [ITD Standard Specifications for Highway Constructions Sections 102, 103, 107](#); and [Board Policy B-14-06](#), Approval of Plans/Specifications/Estimates and the Award of Construction Projects. Federal-aid projects are also governed by 23 CFR, Subsection 635.114.

945.01 Pre-Award Activities for All Bids. After the public bid opening, all bids are coded with contractor's code. All bids are entered into the computer to verify bid item extensions and total bid amounts. The bids for each contract are reviewed for collusion or complementary bidding.

The following factors are used to detect collusion by contractors for each contract:

- Number of bids submitted. If less than three (3) bids were received, the reason for lack of response investigated.
- Number of potential bidders.
- Comparison of unit prices against Engineer's Estimate and all bidders by the Bid Line Item Profile (BLIP) computer program. (See [Figure 9-14](#)).
- Identical bid amounts on a contract item by two or more bidders.
- Distribution or range of bids received.
- Identity and geographic location of each bidder in order to determine if particular bidder is always being low bidder in a certain geographic area.
- Different groups of bidders who appear to specialize exclusively in federal, state or local projects.
- Successful bidder repeatedly subcontracting work to other bidders that submit higher bids.
- A frequent bidder that never submits a low bid.
- Joint venture bids where either bidder could have bid as a prime contractor.
- Bidders who were previously convicted of bid rigging in other states.

Figure 9-14



945.02 Contractor's Public Works License. The low bidder shall be checked for a Contractor's Public Works License. Totally funded State projects require bidders to have a Contractor's Public Works License prior to bid opening. Not having the Contractor's Public Works License is reason for not awarding a contract.

Federal-aid projects allow bidders to obtain a Contractor's Public Works License after the bid opening and prior to award of contract. The department will remind those bidders without this license to obtain one, both verbally and in the apparent low bid letter. The apparent low bid letter is sent by certified mail to verify the date the letter is received.

945.03 Foreign Bidders. Incorporated foreign contractors shall be qualified to do business in Idaho, as required by [Idaho Code, Section 30-1-1501](#), for projects with a time duration of thirty (30) days or longer.

945.04 Disadvantaged Business Enterprise (DBE). Approval of the Disadvantaged Business Enterprise (DBE) commitments for federal-aid with the Civil Rights Special Provisions is the responsibility of the Contract Compliance Officer of the ITD Civil Rights Bureau. The [ITD 2396](#), Proposed DBE Commitments, will be sent to the Contract Compliance Officer immediately after the signed form has been received from the accepted bidder. All bidders are required to complete the [Bidders Registration Form - Figure 9-15a](#) annually per DBE Program.

945.05 Determination to Accept or Reject Bids. The Roadway Design Engineer shall analyze all bidding information including the collusion check, license check, and appropriate bid justifications. A determination will be made to accept or reject the low bid for each contract. Full federal oversight projects require concurrence from FHWA for acceptance or rejection of low bid.

Low bids that do not exceed the Preliminary Estimate of Cost by more than ten percent (10%), or are under the Preliminary Estimate of Cost by less than twenty-five percent (25%) may be accepted for award without justification.

Bids on STM and STKP projects will be accepted or rejected by the District Engineer. The District will document their intent by memo to the Roadway Design Engineer. No bid justification will be necessary.

Figure 9-15a

Bidder's Registration Form

Disadvantaged Business Enterprise (DBE) Regulations as stated in 49 CFR 26.11(c) require the Idaho Transportation Department (ITD) to create and maintain a comprehensive bidders list, consisting of all firms bidding on prime contracts and quoting/bidding subcontracts on federally-funded transportation projects. For every firm, we require the following information:

Firm Name: _____

Contact Name: _____

Title: _____

Firm Mailing Address: _____

Phone Number: _____

☐ This firm IS NOT DBE-certified by ITD ☐ This firm IS DBE-certified by ITD

Year Firm Was Established: _____

Annual Gross Receipts: \$_____

ITD requires annual registration from all bidders. If you have already registered as a bidder with ITD this year, please disregard this form. If you have not registered for this year, submittal of this registration is considered a condition of the pre-award requirements. For further information about the Bidder's List, call ITD's Bureau of Civil Rights at (208) 334-4442.

Submit form to: Office of Civil Rights
Idaho Transportation Department
P.O. Box 7129, Boise, ID 83707-1129
FAX (208) 332-7812

945.06 Bid Justification. When the low bid exceeds the Engineer's Estimate of Cost by more than ten percent (10%) over or twenty-five percent (25%) under, the bid shall be justified by the District Engineer, (see [Administrative Policy A-11-02](#)). For example of the justification letter see [Figure 9-15b](#). The following items should be considered in the bid justification:

- Comparison of the low bid (including unit prices) to the Preliminary Cost Estimate,
- Number of bidders,
- Urgency of the project, and
- Potential savings if bids are accepted or rejected.

For projects with the low bid more than twenty-five percent (25%) below the Preliminary Estimate of Cost, the justification must include a statement that the low bidder was notified of exactly how low its bid is in comparison to the other bidders and the Preliminary Estimate of Cost.

For projects with low bids that exceed the Preliminary Estimate of Cost by more than ten percent (10%), the bid justification, along with a recommended action, is presented to the Idaho Transportation Board for their determination (see [Figure 9-16](#)). FHWA receives copies of this recommendation on full federal oversight projects.

Figure 9-15b

ITD-500 3/97

IDAHO TRANSPORTATION DEPARTMENT

Department Memorandum

DATE: APRIL 12, 2004

Project No.(s): STP-4110(146)

TO: LOREN D. THOMAS, P.E.

Key No.(s): 8358

ROADWAY DESIGN ENGINEER

FROM: JAMES F. CARPENTER, P.E.

Project Identification, County, Etc.:

DISTRICT TWO ENGINEER

ADAMS CO LN TO HAMMER CREEK.

IDAHO COUNTY, W.A. P012070

RE: BID JUSTIFICATION

Dist Two has received and reviewed the bids for the referenced project. Two bids were received, ranging from 118.6% to 144.3% of the Engineer's Estimate. The source of the Engineer's Estimate was the Average Unit Price Reports.

Two main difference between our estimate and the low bid is encompassed within the following items: ¾" Aggregate Type A for Base. The difference between the bid amount and the Engineers Estimate is \$90,396.00. The low bid price for this item is within 10% of the second lowest bid received on this project. District Two Design failed to compare our estimate with two previous projects recently completed within the District by the same contractors that bid on this project. On Project STP-4210(101), the amount bid was \$107.42 per metric ton (\$97.45 per English ton) and on Project STP-4200(133), the amount bid was \$100.00 per metric ton (\$90.72 per English ton).

As a result of our review, adjust the ¾ aggregate Type A item to \$95.00 per ton which is representative of this type of work. The adjustment will make the low bid 90.1% of the engineers estimate. We did not discover any other obvious errors in the Engineer's Estimate and recommend that the project be awarded

JFC:BH:jw

Cc: DE
ADE

Figure 9-16

DATE OF BID OPENING - OCTOBER 22, 1996 - STATE-FINANCED PROJECT

Idaho Project No. ST-8313(600)
Intersection SH-45 & W. Iowa Avenue, Nampa
Canyon County, Key No. 6184

DESCRIPTION: The work on this project consists of traffic signal installation on SH-45 at MP-25.7, Intersection SH-45 & W. Iowa Avenue, Nampa, known as Idaho Project No. ST-8313(600), in Canyon County, Key No. 6184

ESTIMATED COMPLETION: May 1997

BIDDERS: Quality Electric \$99,804.65
Boise, Idaho

1 BID RECEIVED & 1 BID WITHDRAWN*

ENGINEER'S ESTIMATE - \$86,387.00

LOW BID - 116 Percent of the Engineer's Estimate

(AWARD)

*Romar Electric bid \$69,203.52, but found a clerical error which should have added approximately \$17,000.00 to their bid. Bid was withdrawn in accordance with Idaho Code 54-1904C.

Attached is the District's justification stating the need for the project and the lack of a way to allow a major change in project design or time which could make re-bidding equitable, therefore Roadway Design concurs with the city and District's recommendation to award this project.

Approval to award or reject this project is based on Bid Review and Evaluation.

LOREN D. THOMAS, P.E.

Roadway Design Engineer

Date

945.07 Rejection of Bids. When the Roadway Design Engineer recommends rejection of bids, the bidders are notified by letter. (See [Figure 9-17](#)).

Full federal oversight projects require approval from FHWA for rejection of bids.

945.08 Bond Requirements. The accepted bidder is required to provide performance and payment bonds as part of the contract in conformance with [Idaho Code, Title 54, chapter 19](#). (See [Figures 9-18](#) thru [9-21](#)). A performance bond guarantees and ensures performance and completion of the contract in accordance with the plans, specifications, and conditions thereof. A payment bond guarantees and ensures that a bidder will pay every claimant who has furnished labor, materials and rental equipment, as well as pay all taxes when due.

These bonds are normally required for all contracts. The bond amount is for 100% of the contract amount for improvement projects and a minimum of \$20,000 for service type contracts. Each bond shall be executed by a surety company authorized to conduct business in Idaho.

The bond forms are sent to the accepted bidder for execution by the contractor, surety company, or government obligation representative prior to award of the contract by the Idaho Transportation Department. Roadway Design is responsible for assuring that the bonds are fully executed.

The department's official copies of each bond are retained by the appropriate District. Government obligations are deposited with the State Treasurer or bank acceptable to the State Treasurer.

Figure 9-17

Idaho Transportation Department Letterhead

(Bid Rejection)

May 25, 2004

«CONTRACTOR»

«CONTRACTOR_ADDRESS»

«CONTRACTOR_CITY_STATE__ZIP»

(Type either "Idaho" or "Idaho Federal Aid") Project No. «PROJECT_NO»

«LOCATION»

«COUNTY» County, Key No. «KEY_NO»

Contractor:

It has been determined that the bid for «PROJECT_NO» exceeded the Engineer's Estimate by more than ten percent. After careful evaluation of the bid received, the Idaho Transportation Department has determined it is in the best interest of the State to reject the bid and re-advertise the project at a later date.

Your interest in performing work for the Idaho Transportation Department is greatly appreciated.

If you wish to discuss this in greater detail, please contact this office.

Sincerely,

LOREN D. THOMAS, P.E.

Roadway Design Engineer

LDT:ds

bcc: CE/SHA

RD-Area Engineer

RD-Greg Mead

RD-PS&E Coord #1

Construction-Sharon

Traffic

Legal

Dist Engr #«DISTRICT»

Matls

FS

RD-TRS

RD-Trish

Environmental

Bridge

Figure 9-18

SURETY
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name),
A CORPORATION, as Principal, and _____
as Surety are held and firmly bound unto the State of Idaho in the penal sum of

KEYBOARD (Insert worded contract amount.)

\$ KEYBOARD (Insert numerical amount.) lawful money of the United States, which sum is agreed to be the maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto attached, with the State of Idaho, dated _____, 19 ____, for the work KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the Principal shall well and truly perform and fulfill all the undertaking, covenants, terms, conditions, and agreements of said contract and any extensions thereof that may be granted by the State, with or without notice to the Surety and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived, then this obligation to be null and void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act, and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set forth in full herein.

IN WITNESS WHEREOF, The Principal and Surety have executed this instrument to become effective on the date the contract agreement as set forth above.

Figure 9-19

SURETY
PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name),
A CORPORATION, as Principal, and _____
as Surety are held and firmly bound unto the State of Idaho in the penal sum of

KEYBOARD (Insert worded contract amount.)

\$ KEYBOARD (Insert numerical amount.) lawful money of the United States, which sum is agreed to be the maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto attached, with the State of Idaho, dated _____, 19 ____, for the work KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the Principal shall pay all claimants supplying labor or materials to him or his subcontractors in the prosecution of the work provided for in said contract, and any and all authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived and shall pay all taxes when due, as required by [Title 63, Chapter 15](#), Idaho Code, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act, and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set forth in full herein.

IN WITNESS WHEREOF, The Principal and Surety have executed this instrument to become effective on the date the contract agreement as set forth above.

Figure 9-20

GOVERNMENT OBLIGATION**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name),
A CORPORATION, as Principal, and _____,

as Pledgor of government obligations and the government obligations described herein, are held and firmly bound unto the State of Idaho in the penal sum of

KEYBOARD (Insert bid amount.)

\$ KEYBOARD (Insert numerical bid amount.) lawful money of the United States, which sum is agreed to be the maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto attached, with the State of Idaho, dated _____, 19 ____, for the work of
KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract and any extensions thereof that may be granted by the State, with or without notice to the Pledgor and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Pledgor being hereby waived, then this obligation to be null and void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act, and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set forth in full herein.

Figure 9-21

GOVERNMENT OBLIGATION**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name),
A CORPORATION, as Principal, and _____
as Pledgor of government obligations and the government obligations described herein, are held and firmly bound
unto the State of Idaho in the penal sum of

KEYBOARD (Insert bid amount.)

\$ KEYBOARD (Insert numerical bid amount.) lawful money of the United States, which sum is agreed to be the
maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind
ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto
attached, with the State of Idaho, dated _____, 19 ____, for the work of
KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the said Principal shall pay all claimants supplying labor or materials to him or his
subcontractors in the prosecution of the work provided for in said contract, and any and all authorized
modifications of said contract that may hereafter be made, notice of which modifications to the Pledgor being
hereby waived and shall pay all taxes when due, as required by [Title 63, Chapter 15](#), Idaho Code, then this
obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act,
and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set
forth in full herein.

945.09 Insurance. The required insurance for each contract are specified by the Standard Specifications for Highway Construction and the special provisions of each contract.

The accepted bidder is given a copy of the standard insurance specifications and examples of insurance certificates for the insurance agent. These copies are provided to encourage the bidder's insurance agent to comply with the department's specifications.

The following information is provided for some of the common insurance coverage:

- The name of the “***State of Idaho, Idaho Transportation Department***” shall be placed on the insurance certificates so as to enable the State to use the bidder's insurance company for protection without having to investigate questions of negligence on the part of the State.
- The clause “***Severability of Interest Clause***” shall be required on all insurance to simplify the efforts of the State in recovery against the bidder if State-owned property is destroyed.
- The language “***Contractor's Insurance Primary***” shall be used because the State is named as an additional insured. The intent is for the bidder's insurance company to respond to any loss under the contract and make payment before the State's insurance company becomes involved.
- ***Railroad:*** Policies may vary from company to company and will be approved by the railroad company.
- ***Underground Explosion And Collapse Hazard:*** Sometimes this coverage is only carried by a blasting subcontractor.
- ***Workers' Compensation:*** This coverage is generally required by law and provides protection to the employees of a contractor in case of personal injury or death while in the course and scope of their employment.
- ***Comprehensive Automobile Liability:*** This coverage provides a broad range of liability protection to the contractor while using an automobile. This coverage should be required whenever the use of a vehicle is substantially important to the completion of the work under the contract.
- ***Commercial (or Comprehensive) General Liability:*** This coverage insures against a broad range of liability hazards arising from the performance of the contract. This coverage should be viewed as the most basic of liability coverage required of a contractor and generally protects against the hazards of premises and operations, independent contractors, and completed operations. This coverage is also the basic coverage to which the subsequent endorsements are attached.
- ***Broadform Liability Endorsement:*** This endorsement is a comprehensive addition to the Comprehensive General Liability policy and includes up to 12 other coverage depending on how it is written. This endorsement provides liability protection in many areas not covered by the Comprehensive General Liability policy. This coverage may be used as a substitute for any of the following: personal injury liability, Broadform property damage, State of Idaho

named additional insuree, contractor's insurance Primary, and severability of interest clause.

- ***Personal Injury Liability***: This coverage provides protection for the contractor from such acts as libel, slander, humiliation, loss of reputation, false arrest, malicious prosecution, and invasion of privacy. The typical contract requiring this coverage would be one in which the contractor exercises some degree of control over another person while discharging the duties of his contract. Typical examples of this type of situation would be group homes and sheltered workshops or quasi-police type functions.
- ***Broadform Property Damage***: This coverage modifies an exclusion in the contractor's
- Comprehensive General Liability coverage dealing with property over which the contractor is exercising care, custody, and control. As such, this endorsement is necessary whenever the contractor is performing a substantial amount of his services on state property. This would be particularly relevant to janitorial contracts and other contracts where the contractor has actual possession of State property.
- ***Various insurance coverage***: May include standard restrictions or exclusions.

When the insurance certificates are received by Roadway Design, the certificates are reviewed for compliance with the specifications, and determination of acceptability of restrictions and exclusions. When items do not comply or are omitted, then the contractor or his insurance agent is contacted and requested to send revised certificates. When acceptable certificates are received and approved, the insurance certificates are transmitted to the District. (See [Figure 9-22](#)).

Figure 9-22

ACORD.		CERTIFICATE OF INSURANCE			
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		COMPANIES AFFORDING COVERAGE			
		COMPANY LETTER	A	COMPANY NAME	
INSURED		COMPANY LETTER	B		
		COMPANY LETTER	C		
		COMPANY LETTER	D		
		COMPANY LETTER	E		
		COMPANY LETTER			
COVERAGE					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
C O L T R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY				GENERAL AGGREGATE \$2,000,
	X COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OPS \$2,000,
	CLAIMS MADE X	MX80222603	1-2-93	1-2-94	AGGREGATE \$1,000,
	OCCUR				PERSONAL & ADVERTISING INJURY \$1,000,
A	OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE \$1,000,
	X SEPARATION OF INSURED - PRIMARY INSURANCE INCLUDED				FIRE DAMAGE (Any one fire) \$ 50,
	(AGGREGATE LIMIT \$2,000,000.00 IF SPECIFIED)				MEDICAL EXPENSE (Any one person) \$ 5,
	AUTO LIABILITY				
	X ANY AUTO				COMBINED SINGLE LIMIT \$1,000,
A	ALL OWNED	MX80222603	1-2-93	1-2-94	
	AUTOS				BODILY INJURY (Per person) \$
	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS				PROPERTY DAMAGE \$
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH AGGREGATE
					OCCURRENCE \$2,000 \$2,000
	OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION				STATUTORY
					\$ 100, (EACH ACCIDENT)
A	AND	WP80265-094	1-2-93	1-2-94	\$ 500, (DISEASE - POLICY LIMIT)
	EMPLOYER'S LIABILITY				\$ 100, (DISEASE - EACH EMPLOYEE)
	OTHER				
	THE STATE OF IDAHO, TRANSPORTATION DEPARTMENT, ITS AGENTS, OFFICIALS, EMPLOYEES, AND THE STATE OF IDAHO ARE ADDITIONAL INSURED FOR LIABILITY ARISING OUT OF THIS PROJECT.				
	DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS				
	PROJECT NO., LOCATION, COUNTIES, KEY NO., AND CONTRACT NO.				

CERTIFICATE HOLDER	CANCELLATION
STATE OF IDAHO TRANSPORTATION DEPARTMENT PO BOX 7129 BOISE ID 83707	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX AUTHORIZED REPRESENTATIVE <i>MUST BE SIGNED</i>
ACCORD	© ACORD CORPORATION 1989

945.10 Acceptance of Bid. Once the bid has been appropriately accepted, the low bidder is notified by letter. Full federal oversight projects require concurrence from FHWA for acceptance of a bid.

The accepted bidder is mailed the “apparent low bid letter” by certified mail. If the bidder needs to obtain a Public Works license, this requirement is noted in the apparent low bid letter (see [Figure 9-23](#)). The contract documents are also sent to the accepted bidder by certified mail (see [Figure 9-24](#)).

Roadway Design distributes the Preliminary Abstract of Bids and Preliminary Bid Summary for the District to use in justification of award.

945.11 Time Constraints During Award of Contract. The requirements for the award of a contract specify specific time limits for both the department and the accepted bidder. Time limits may be extended by mutual agreement between both parties. Time extension requests and acceptance should be in writing.

The award of a contract should be made within forty-five (45) calendar days after the apparent low bidder letter has been mailed to the accepted bidder. The accepted bidder has fifteen (15) calendar days to sign and return the contract after receipt. ITD has fifteen (15) calendar days to award the contract after receiving the signed contract from the accepted bidder.

A reasonable time extension can be allowed for the accepted bidder to obtain a Contractor's Public Works License for federal-aid projects, provided the License Board has received the bidder's application no later than the first business day following receipt of the apparent low bidder letter.

945.12 Award of Contract. After the signed contract documents are received from the accepted bidder, the department signs the contract documents. An executed contract is returned by certified mail to the accepted bidder.

A Detailed Estimate of Cost is used by Roadway Design for the project agreement with FHWA on federal-aid projects, and distributed to various headquarters sections.

Roadway Design distributes the Abstract of Bids and Bid Summary to the District and various headquarters sections upon award.

Figure 9-23

Idaho Transportation Department Letterhead

(Apparent Low Bidder)

DATE

KEYBOARD (Insert Contractor Cut (ADD))

KEYBOARD (Insert Cut 2)

Gentlemen:

This is to notify you that you are the apparent low bidder on the project for the work of **KEYBOARD** (Insert Cut 1), in the amount of \$**KEYBOARD** (Insert Contract Numerical Amount Cut (#)).

If awarded, this contract will operate under the following Idaho Department of Labor Office:

Idaho Department of Labor

KEYBOARD (Type Address Information from Green Proposal)

KEYBOARD (Delete if state project or no DBE ** to **.) **The enclosed [Form 2396](#), Proposed DBE Commitments, must be completed and approved by the Department before this contract can be awarded. The percentage of designated subcontract work by DBE suppliers, manufacturers, equipment lessors, or construction firms should meet the goals specified in Part IV of the Civil Rights Provision, or adequate documentation of “good faith effort” must be furnished. PLEASE LIST ALL QUOTES FROM ALL SUBCONTRACTORS. Early return of the form will allow time to verify DBE commitments and will expedite the award process. The form MUST be returned no later than the contract due date as specified in [Subsection 103.05](#) and [103.06 of the Standard Specifications](#). If the commitment is being met through a joint venture arrangement, a copy of the joint venture agreement must be attached to the commitment form. If you have any questions on completing the form, please contact JULIE CALDWELL at (208) 334-8458.**

Enclosed are two copies of the plans and specifications. A proposed contract will be forwarded in the next few days. Award of the contract does not take place until all contract documents are fully executed by both parties. No work shall begin on the project until the contract has been fully executed.

KEYBOARD (Delete if state project ** to **.) ** We are also enclosing a supply of Appointment Affidavit forms on which to certify the individual authorized to make payrolls and to pay employees. Please complete these forms and return them to the Resident Engineer.**

Sincerely,

Loren D. Thomas, P.E.
Roadway Design Engineer

Enclosures

LDT:ds

Bcc: Dist Engr **KEYBOARD** (type #) RD-PS&E Coord (#)
 Res Engr Ins. Agent
 Dist Matls Engr Bonding Co
 Materials RD-Area Engr
 RD-TRS

Figure 9-24

Idaho Transportation Department Letterhead	
(Contract Enclosures)	
DATE	
KEYBOARD (Insert Contractor Cut (ADD))	
KEYBOARD (Insert Cut 2)	
Gentlemen:	
We are hereby submitting triplicate copies of Contract No. KEYBOARD (Type Contract Number) for this project.	
Enclosed is one copy of this letter with a copy of Subsection 107.10 of the Idaho Standard Specifications (Responsibility for Damage) which needs to be forwarded to your insurance agent . Attention is directed to this Subsection. Please advise your insurance agent that the Insurance Certificate must cover all provisions of the Subsection. KEYBOARD (Delete if no railroad involvement from ** to **.) **Railroad protective insurance policies are a requirement of this project, as stated in the contract on page __ of __ of the Special Provisions.** No work shall commence on this project until a certificate of insurance KEYBOARD (Delete if no railroad involvement from ** to **.) ** and Railroad Insurance Policy, if required ** is accepted by this office and the contract has been fully executed by both parties.	
Also enclosed are two copies of the State Tax Collector's Form WH-5. Please complete this form and return one copy to this office with the contract documents.	
Please execute and return the State's and Contractor's copies of the contract after using the following instructions to complete. Complete page CA-2. If using Surety Bonding, complete pages CB-2-A and CB-2-B. If using Government Obligations, complete pages GO-A-2, GO-A-3, GO-B-2, and GO-B-3. The third copy should be retained by the bonding company, who will be advised of the award date, which they may then insert. Please do not break the seal or remove pages from this contract. KEYBOARD (Delete if State Project from ** to **.) **The previously provided DBE Good Faith Efforts Summary form must be completed and approved by the Department prior to award of this contract. If the completed DBE Summary has not been returned previously, it must be returned along with the completed contracts to this office.**	
Section 103.00 of the Standard Specifications required that the contract, payment, and performance bonds be executed and filed with the Department. Failure to execute the contract and file acceptable bonds within 15 calendar days after the contract has been received shall be just cause for the refusal to award and forfeiture of the proposed guaranty to the Idaho Transportation Department as liquidated damages.	
Sincerely,	
Loren Thomas, P.E. Roadway Design Engineer	
CERTIFIED MAIL	
Enclosures	
LDT:ds	
Bcc:	Dist Engr KEYBOARD (type #) RD-PS&E Coord (#)
	Res Engr Public Affairs
	Dist Matls Engr State Tax Commission
	Materials County Tax Commission
	FS RD-TRS
	RD-Trish HP-Teri
	Construction Bridge KEYBOARD (Delete if not applicable)